

CIRCULAR

Subject: Online PF claim application through NTPC-Ex. Employees Portal

We are pleased to inform that for convenience of the ex-employees of NTPC Limited, an online system has been developed for submission of final withdrawal claims for Provident Fund after superannuation/separation from the service of NTPC in place of manual submission of claim form in vogue.

The online claim is to be submitted through NTPC Ex-Employees Portal. The URL to access the portal is: <https://ntpceemployees.ntpc.co.in>

The concerned ex-employees shall login on above portal by using their personal login credentials (user id and password) and submit application for final withdrawal of Provident Fund from NTPC Ltd. Employees Provident Fund Trust.

The applicant must verify the data pre-populated on screen, fill the data in blank field (UAN and AADHAR), then submit the form for printing. Employee must sign the form printed from the portal and upload the signed form using "Upload Document Option".

Employees should not edit or correct any data/entry in the downloaded application. Application shall be liable to be rejected by approver in HRUSS/Finance/PF Trust in case it is found that the applicant has changed/edited the data after download of form. It may also be noted that PF payment shall be released only in the bank account linked to the PRMS Vendor code of the ex-employee in the Company records.

A help document detailing the step-by-step process for PF withdrawal claim form generation, upload of signed application and final submission of application is attached herewith.

Application for final withdrawal of PF after separation from service shall have to be submitted preferably through the online portal. However, for sake of convenience, the present system of manual submission of Form C for PF final withdrawal is also being continued for the time being.

In case of any difficulty in submission of application, HRUSS or Finance-Retirement Benefit Trust section may be contacted through email to: ntpceemployee@ntpc.co.in or pftrust@ntpc.co.in

(Amaresh Das)
Secretary

Distribution: Through Email only

All Trustees,

STA to Dir (Fin) & Chairman Trust

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All Members of the NTPC Ltd. Employees Provident Fund Trust